

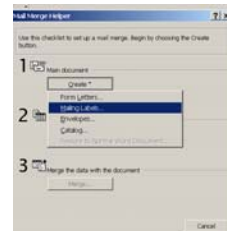
Creating Mailing Labels

1. Create and save a database in Excel with the following fields:

- a. First Name
- b. Last name
- c. Address
- d. City
- e. State
- f. Zip

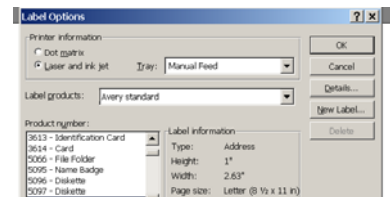
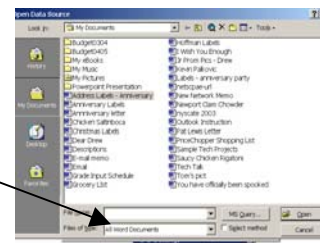


2. Open a blank Word Document.
3. Go to the Tools on the menu bar and drag to Mail Merge
4. Click on the “Create” button and drag to Mailing Labels
5. In the next dialog box, select Active Window



Step 2:

1. Click on Get Data and go to Open Data Source
2. The next dialog box will give you the option to find where your database is stored. Make sure that you show All Files where it says “Types of Files. Select your Excel database and click on open.
3. The next dialog box asks you to select if you want to use the entire Spreadsheet. Select Entire Sheet.
4. In the next box that appears, click on Set Up Main Document.
5. The next dialog box allows you to select the type of label that you are using. The standard label is Avery 5160 but check the box for your label number.
6. The Next box asks you to insert the fields that you want to use. Click on the button that says Insert Merge Fields and drag to the first field you want to appear. Continue doing this until you have your label set up the way you want it to appear. Don’t forget to hit return to get to the next line on the label and add commas where needed. Click on OK when finished.



Step 3

1. Click on Merge. Select Merge to: New document then select all records and click on merge.

The next document you should see is the label printed on a page. You can put your labels in the printer and print!

